

# **State of Nevada State Board of Massage Therapy**

## **Meeting Minutes dated March 13, 2006**

Board members in attendance at the meeting were:

Deborah Wenig  
Billie Shea  
Karen Sartell  
Michelle Viesselman  
Paula Spradling  
Linda White

Counsel present was Keith Marcher Deputy Attorney General

1. Roll Call
2. Discussion and approval of minutes from prior meeting
3. Karen Sartell moved to approve
  - a. Paula Spradling second
  - b. Motion passed unanimous
4. Discussion on design of license
  - a. Michelle Viesselman presented license first draft
  - b. Discussion on design and type of license to adopt
  - c. Suggestions included
    - i. Keith Marcher suggested fix the parts that says Certificate to "License
    - ii. Change Ref 2007 states and insert NRS chapter
    - iii. Change font
    - iv. Correct NRS - NRS 640C.010 through NRS 640C.900
5. table discussion on office location until the revenue stream has been established
6. Financial report
  - a. Bank account \$4,700
  - b. Bills
    - i. Attorney General's office \$1,250
    - ii. DOIT \$200
    - iii. Misc. expenses
    - iv. Fees of \$150 for license and \$50 application discussed and approved by the board
      1. Michelle Viesselman moved to pass
      2. Paula Spradling seconded the motion
      3. Passed unanimously
7. Application forms and instructions
  - a. Application form and the instruction sheet was considered effectively complete

- i. Billie Shea moved to accept the application, instruction sheet, criminal background with changes as discussed and Keith Marcher final approval
  - ii. Karen Sartell seconded
  - iii. All approved
- 8. Discussion on process of drafting regulations
  - a. Karen Sartell reviewed the administrative rulemaking and will bring this to the next meeting for discussion
  - b. Keith Marcher suggested looking at other regs and adopt some of those ideas with a good starting point of looking at continuing education requirements
- 9. Discussion on fundraising
  - a. Paula Spradling reported that she met with Suncoast to arrange for a meeting room to hold a fundraising event on May 4<sup>th</sup> to raise money for the board
  - b. Paula Spradling is arranging for donations for raffle prizes from spas and massage centers and schools
- 10. Discussion on paying for database from NCBTMB
  - a. Paula Spradling moved to spend \$100 for a database from NCBTMB
- 11. Discussion on letter to be mailed out introducing the State Massage Board
  - a. Letter to go to Cities introducing us to all agencies and to the
  - b. Deborah Wenig asked to table this item
  - c. Karen asked about City and County to mail letters out to licensees with their annual renewal
  - d. Linda White suggested that we get contact information for the local jurisdictions for correspondence
  - e. Table this idea for the moment
- 12. Discussion of content and progress on development of website
  - a. Karen Sartell is continuing to work on the Q&A section
  - b. Deborah Wenig suggested putting an item on the website re: “the benefits of State Licensure”
  - c. Paula Spradling asked that Karen Sartell provide her with questions to answer during an interview
- 13. Future agenda items
  - a. Continuing education requirements
  - b. Put together the final application packet
  - c. Keith Marcher suggested that we want to be able to issue licenses as a normal process without the board having to review every application. He suggested that the only ones the board really needs to look at is if there is a problem with the application or a yes answer to the screening questions that the board will have to review.
  - d. Keith marcher suggested an agenda item on policy to process applications
  - e. Mission statement Michelle Viesselman
  - f. Seal for the board Linda White
  - g. Karen Sartell will write a procedure for the application process

- h. Paula Spradling will download other regs and bring those to the next meeting
  - i. Guidelines for reg
- 14. Date and time for next meeting all at 1:30
  - a. April 3, 2006
  - b. May 1, 2006
  - c. June 5, 2006
  - d. July 10, 2006
  - e. August 7, 2006
  - f. September 11, 2006
- 15. Public comments
  - a. Keith Marcher said we cannot take any action on public comment
  - b. Dana Futa (a school in Vegas) has a problem where the NCB has a lag on processing students and she would like to ask the board to furnish a temporary license while they are getting their application and exam finished.
  - c. Rebecca Willis administrator of Steamboat Hot Springs has 2 items of concern
    - i. Part time therapists asks about the posting requirements for therapists and asks for multiple copies of licenses for multiple locations
    - ii. Should be awareness in structuring fees to account for people who are not working full time and unable to pay the higher fee
  - d. Debra Rilea on the laminated card the address change is 15 days and on the instruction 10 days.
  - e. Future discussion is to discuss test from NCB that allows students to take the test that allows students to test prior to graduation
  - f. Debra Rilea quoted ABMP article stating first year practitioners only make \$9700
- 16. adjournment
  - a. Motion to adjourn
  - b. passed